

**DURHAM, NORTH CAROLINA
MONDAY, SEPTEMBER 20, 2004
2:30 P.M.**

Pursuant to the proper notification, the Durham City Council held a special meeting on the above date and time in the Committee Room at City Hall with the following members present: Mayor Bell, Mayor Pro Tempore Cole-McFadden and Council Members Brown, Catotti and Clement. Absent: Council Members Best and Stith.

Also present: City Attorney Henry Blinder, City Clerk D. Ann Gray and Human Resources Director Alethea Bell.

Mayor Pro Tempore Cole-McFadden called the special meeting to order and welcomed Mr. James Mercer.

SUBJECT: NEW CITY MANAGER SEARCH – THE MERCER GROUP

Human Resources Director Alethea Bell presented to Council the proposed budget for the city manager search as follows.

Proposed Budget for Mercer \$24,750

The following are expenses related to City:

Advertisements	\$1,300
Background Checks	2,400
Candidate Travel and Accommodations	5,000
Assessment panel	700

Human Resources Director Alethea Bell stated an item would be coming to Council on Thursday, September 23, 2004 asking for authorization to charge \$34,150 to Council's contingency. Also, a copy of the proposed agreement between the Mercer Group and the City of Durham was provided to Council.

Mr. James Mercer briefed the Council on the Mercer professional services fee [\$16,750] and expenses [\$8,000]. Also, Mr. Mercer made comments on the kinds of information that will be contained in the recruitment brochure.

It was noted that Mr. Mercer's cost which was outlined in proposed agreement would be \$24,750 [\$16,750 for professional fee and expenses not to exceed \$8,000].

Mr. Mercer made comments on the process he would use for obtaining background checks on applicants.

September 20, 2004

Council Member Catotti made comments on the consultant doing background checks and the additional money being requested by the administration to pay for supplemental background checks.

Discussion was held by the Council on the cost for previous searches for [former City Managers Lamont Ewell and Marcia Conner].

Council Member Clement raised concern with the proposed agreement with the Mercer Group particularly the cost being \$24,750.

The Mayor made comments on the previous proposal submitted by the Mercer Group in 1996 and the base cost of \$12,500 vs. \$16,750 being proposed in 2004.

Mayor Pro Tempore Cole-McFadden stated she would not expect the cost to be the same as the previous searches in 1996 and 2000.

Council Member Clement stated he would feel more comfortable with more specific details for what the \$24,750 will be used for.

Council Member Catotti noted the Council should expect an increase to perform a search vs. what was charged seven years ago and the amount being proposed by the Mercer Group is pretty much in line with the other firms.

Council Member Brown made comments on the type of references that will be obtained.

Mr. Mercer noted the process for reference checks.

City Attorney Blinder noted his office has reviewed the proposed agreement.

MOTION by Council Member Catotti seconded Mayor Pro Tempore Cole-McFadden to authorize the Mayor to enter into an agreement with The Mercer Group, Inc. to conduct a search for a new city manager was approved at 3:59 p.m. by the following vote: Ayes: Mayor Bell, Mayor Pro Tempore Cole-McFadden and Council Members Brown and Catotti. Noes: Council Member Clement. Absent: Council Members Best and Stith.

At this time the Mayor noted Council Member Stith requested to be excused from the special meeting. A motion was made by Council Member Clement to excuse Council Member Stith from the special meeting. The motion dies for a lack of a second.

It was noted that Mr. Mercer would also be interviewing the Mayor/Council on what attributes they would like the new city manager to possess. Also he noted he would like to interview department heads and citizens/focus groups in the community with the Council's permission. Mr. Mercer asked that he be given a tour of the City; a copy of the

September 20, 2004

budget and the city charter; position description for the city manager; and a copy of goals set by the City Council.

Council Member Clement suggested that Mr. Mercer attend the regular City Council meeting being held this evening at 7:00 p.m.

At this time, Mr. Mercer made comments on various qualifications clients usually request of a city manager.

Council Member Catotti read the position ad developed by the City Council recently.

Council Member Clement stated he would like a city manager to be community-oriented, which is imperative.

Council Member Catotti spoke in support of a manager knowing and making an effort in knowing what has been going on in the Durham community.

Mayor Pro Tempore Cole-McFadden noted very strong inter-personal skills are needed to be a city manager and good judgment.

Mr. Mercer asked if the Council could accommodate someone that has not actually been a city manager [deputy or assistant in a larger community and performed a lot of operational roles].

Mayor Pro Tempore Cole-McFadden stated she had no problem with a deputy/assistant but wanted to make sure a person in that position has had ongoing opportunity to make decisions.

Council Member Clement asked that the person possess a sense of humor.

Council Member Brown noted it should be highlighted that previous City Manager Lamont Ewell is now the City Manager in San Diego, California which is the largest city in the country which still has a city manager form of government. He also noted the person should want a challenging position; appreciate diversity and help make diversity work for all; and possess good business practices.

Council Member Catotti stated it would be helpful for Mr. Mercer to speak with the department heads; the assistant city managers and if appropriate the current interim city manager. Also, Council Member Catotti spoke in support of the candidate being well-rounded.

September 20, 2004

Council Member Catotti suggested that Mr. Mercer meet with the CIP Advisory Committee that was established.

Mr. Mercer made comments on how he would compile and communicate the information he received from department heads and focus groups.

Council Member Clement expressed concern with utilizing focus groups and the risk of excluding some people.

The Council agreed that Mr. Mercer should speak with department heads.

During the last city manager searches, Mayor Pro Tempore Cole-McFadden noted the public became involved after the final three were selected and suggested this same format be used.

Council Member Brown spoke in support of Mr. Mercer speaking with the CIP Advisory Committee which is very reflective of the community as a whole.

It was noted Mr. Mercer will be scheduling appointments to speak with council members individually the following week. Also, he noted he would work with the Human Resources Director on the best way to speak with department heads.

Mr. Mercer stated he would be able to come to Durham and present information to the Council on October 4, 2004.

MOTION by Mayor Pro Tempore Cole-McFadden seconded by Council Member Catotti to continue the special meeting to October 4, 2004 at 4:30 p.m. was approved at 4:26 p.m. by the following vote: Ayes: Mayor Bell, Mayor Pro Tempore Cole-McFadden and Council Members Brown, Catotti and Clement. Noes: None. Absent: Council Members Best and Stith.

D. Ann Gray, CMC
City Clerk